

**South Carolina Department of Disabilities and Special Needs
Self-Administration of Insulin Injection Review**

Individual:		Residence/Site:		
Review time	Reviewer	Credential	Date	
1				
2				
3				
SCORING: If the individual can complete the task independently (without verbal prompts or manual assistance), place a 'Y' in the assessment results column. If the individual cannot complete the skill or requires verbal or manual guidance, place a 'N' in the assessment results column. An individual is not considered 'independent' in self-administration of insulin injections unless all items are rated as 'Y'.				
Does the individual complete the following steps independently (without verbal prompts or manual assistance)? Record a Yes ('Y') or No ('N') in the appropriate column.				
Item		Review Time		
FOR INSULIN INJECTION		1	2	3
Getting Ready:				
Recognizes the time the insulin is to be given (e.g., tells time; associates with a particular activity)				
Washes hands				
Locates and places the following items on a clean surface:				
• Insulin pen				
• Alcohol prep pads				
• Pen needle				
• Medication Administration Record (MAR) and pen				
Identifies when insulin and supplies need to be reordered and notifies appropriate person OR a system is in place to support the individual in re-ordering insulin				
Identifies the correct insulin pen to be used and removes from locked storage area				
Checks the expiration date – Does not give if expired				
Identifies the purpose of insulin				
Identifies the most common side effects of insulin				
Selects the site for insulin administration ensuring sites are rotated				
Cleans site with alcohol prep pad				
Rechecks that the insulin pen selected is correct				
Removes pen cap				
Looks at insulin to be sure it is clear or evenly mixed (cloudy white) with no clumping of particles. Does not use if drug appears to have pieces in it or is discolored.				
• Short or rapid acting insulin and Lantus or Levemir should be clear.				
• Intermediate or mixed insulin should be cloudy and white. It will look cloudy and white AFTER it is mixed.				
• Gently mixes intermediate or mixed insulin before use by rolling pen between hands ten (10) times and turning the pen up and down ten (10) times. Repeats if necessary until insulin is cloudy and white.				
Identifies how much insulin is to be given based on glucometer reading or primary care prescriber's standing order.				

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Item	Review Time		
	1	2	3
FOR INSULIN INJECTION			
Preparation of the insulin pen:			
Wipes the tip of the pen where the needle will attach with alcohol prep pad			
Removes the protective seal from new needle			
Screws needle onto insulin pen			
Removes the outer needle cover and sets aside			
Removes inner needle cover to expose the needle – discard the cover			
Safety Test – Priming the insulin pen:			
Looks at the dose window and turns dosage knob to ‘2’ units			
Holds the pen with the needle pointing up			
Lightly taps the reservoir so air bubbles rise to the top of the reservoir			
Presses the injection button until at least a drop of insulin appears. Repeats this step if needed until a drop appears.			
Selecting the correct dose:			
Looks at the dose window to make sure it shows ‘0’			
Checks the amount of insulin to be given based on glucometer reading or primary care prescriber’s standing order.			
Uses dosage knob to dial the correct dose			
Rechecks the amount of insulin to be given based on glucometer reading or primary care prescriber’s standing order and the administration amount selected in the insulin pen.			
Administering the medication:			
Keeping the pen straight, inserts the needle into the skin at a 45 to 90 degree angle			
Curls fingers around the pen leaving the thumb free to press the injection button			
Keeps needle inserted and continues to press injection button until the dosage window returns to ‘0’. (Count to 10)			
Releases injection button			
Removes needle from skin			
Places an alcohol swab over the injection site if bleeding occurs. Presses gently on the swab until bleeding stops. Does not rub skin.			
Documents amount of insulin administered and injection site on MAR			
Removing the needle from insulin pen:			
Places the outer needle cover over the needle			
Twists the outer needle cover to unscrew the needle. [The needle should come off pen inside the needle cover. Never leave needle on pen when not in use.]			
Disposes of needle in sharps container			
Puts pen cap back on the insulin pen			
Returns insulin pen to proper locked storage location			
Clean up:			
Wipes off counter			
Returns MAR to proper location			
Washes hands			